

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Formal Written Warning - Unprofessional Conduct During Client Meetings

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct during recent client meetings. It has been observed that your demeanor has not aligned with the professional standards expected by [Company Name].

Specifically, during the meeting held on [Date] with [Client Name], the following issues were noted:

- [Description of incident, e.g., interrupted the client repeatedly]
- [Description of incident, e.g., used inappropriate tone or language]
- [Description of incident, e.g., appeared disengaged or distracted]

Maintaining a professional and respectful demeanor is essential for our client relationships and the reputation of the company. This behavior is a violation of our [Employee Handbook/Conduct Policy].

Effective immediately, you are required to demonstrate the following improvements:

- Maintain a polite, respectful, and attentive tone with all clients.
- Adhere to all company protocols regarding client communication.
- [Any other specific required improvement].

Failure to improve your conduct or further instances of unprofessional behavior will lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

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Employee Signature

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Date